

From: Cadiente, Vendula C (DOT) <vendula.cadiente@alaska.gov>
Sent: Friday, March 20, 2020 10:41 AM
To: DOT AMHS Ward Cove <dot.amhs.ward.cove@alaska.gov>
Subject: Submitting Timesheet Update
Importance: High

http://doa.alaska.gov/dop/fileadmin/DirectorsOffice/COVID19messages/Payroll_Update_031920.pdf

I am attaching MASTER TS for you in case you don't have an access to your desk computer at the moment as well as link: <https://web.dot.state.ak.us/tne/index.shtml>
(you will be required to enter in your login credentials n password)

DOT&PF EMPLOYEE INTRANET

Divisions/Sections Site Map Intranet Home DOT&PF Public Employee Directory

Transportation & Public Facilities

Internal Resources for DOT&PF Staff

DOT&PF Employee Intranet > T&E

T&E Timesheets

Employee Section

Leave Slip, Electronic

Instructions for DOT&PF T&E Timesheet Rev. 12/4/19

T&E Semi-Monthly Timesheet

(**USE** Until Bi-Weekly Conversion is Approved. **Date TBD!**) Rev. 7/13/18

T&E Bi-Weekly Timesheet

(**DO NOT USE** Until Bi-Weekly Conversion is Approved. **Date TBD!**) Rev. 12/16/19

T&E Collector Section

Leave Transmittal Group Form

Travel Questionnaire for OT Eligible Employees

Travel Supplement (additional travel days)

Travel Standard Operating Procedure-DOA/Personnel Travel Rules

Who does a timesheet? See this P&P

ICT Enterer and Approver Section

Time and Equipment Entry Manual

DOT&PF 2020 ICT Manual Entry Processing Schedule

DOT&PF 2020 MMS ICT Interface Schedule

ICT Common Data Entry Errors

ICT Approver Checklist

ICT Report 2.0 Instructions

ICT Error Report Message Descriptions & Resolutions

ICT Mismatch Correction Instructions

When are ICT Corrections, ICT Reversals, or Journal Entries Needed?

Timesheet Example
 Click image for larger view

Payroll Update 03/19/20: Submitting Timesheets

At this time the process for submitting timesheets has not changed. If you submit a signed paper timesheet, then you will continue submitting a signed paper timesheet. If you submit your timesheet through ESS you will continue to submit your timesheet through ESS.

For employees who still submit signed paper timesheets, we understand that due to self-quarantining or other factors, employees might not be in the office when timesheets are due. Just as with any other incident when a timesheet cannot get signed in time to be submitted for payroll, we recommend employees and supervisors work with their Timekeepers (Admin Staff) to ensure the employee gets paid.

The timesheet should be submitted to Payroll with a note on the employee signature line of "Unavailable for Signature". Be sure to keep a copy of the timesheet because once it is signed it will need to be submitted to Payroll as soon as possible to review and process adjustments for any changes

For employees who submit timesheets through ESS the Employee Self Service will continue to be available at <https://iris-ess.alaska.gov>. Please submit your timesheet in a timely manner to be approved by a supervisor and by a timekeeper. Since a supervisor approves the time entry that gets submitted through ESS it is not required to get any physical signatures on timesheets or leave slips that get attached to the document.

If accurate time is not recorded in IRIS HRM prior to payroll being processed, employees will need to have their time adjusted, which can lead to pay adjustments to reflect the actual time worked. It is important the time reported in IRIS HRM be as accurate as possible to reduce adjustments needing to be processed. The best thing that employees and supervisors can do at this time is to plan ahead for being out of office.

Tips for How to Plan for Unknown Out of Office

- Save a copy of your timesheet document to One Drive so you have access to it wherever you have internet connection and can provide the document to your supervisor or Admin Staff
- Make sure you can access the Microsoft 365 online services to complete your timesheet from home
- Keep in touch with your Admin Staff about what they need from you to be sure your timesheet is entered as accurately as possible.
- Before reporting leave on your timesheet make sure all leave has been approved by your supervisor.